

Human Resources Coordinator

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description**

Job Title: Human Resources Coordinator

Department: Human Resources

Date Reviewed: December 2020

**Reports To: Chief Human Resources
Officer**

Grade: 502

Calendar- 12 month

Purpose of Job: To assist the Director of Educator Quality with recruitment for certified employees of the district. Responsible for the coordination of the classified position control process. Provides guidance and support to Benefits Office while coordinating employee leave and retirement applications. Assist with yearly market analysis for the district. Manages human resources processes for district extracurricular activities. Responsible for determining teacher tenure eligibility period.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates of job description reviews for yearly market analysis.

Coordinates position control process for classified positions.

Provides guidance and support to administrators with the Administrator License Advancement and renewal process.

Assists substitute teacher program with substitute teacher observations in the classroom.

Administers relocation incentives for qualified certified employees.

Meets with non-paid volunteers and School Support Organization paid workers to initiate the finger-print/background process.

Verifies supplemental positions with school administrators.

Serves as member of the Human Resources Leadership Team.

Attends university career fairs, establishing close liaison with university personnel and students in Tennessee and surrounding states to promote recruitment of quality teachers and administrators.

Human Resources Coordinator

Acts as liaison between the HR Department and Instruction Department to determine teacher tenure eligibility.

Assists the Director of Educator Quality with overall district recruitment strategies.

Assists CHRO and HR Leadership team with the development of the annual HR budget, departmental strategic work plan and yearly goals.

Serves as Family Medical Leave Act (FMLA) Coordinator for all staff to include processing, approval and tracking of requests and employee relations.

Responsible for meeting with employees in regards to their Tennessee Consolidated Retirement to include counseling and processing applications.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum 2 years successful experience as a School Administrator or school-based leadership experience and Master's Degree or higher in Administration and Supervision with valid Tennessee teaching certification with administrator K-12.

Knowledge of Job

Considerable knowledge of the policies, procedures, and activities of the school system, and Human Resources as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date